

CHAPTER 3

AUTHORIZATION AND ACQUISITION

AUTHORIZATION

3-1. General

a. This Chapter outlines in general terms the requirement for establishing optimum authorizations for motor vehicles to permit organizations of the DoD Components to carry out assigned missions.

b. Sedans shall be restricted to the types (GSA Classes) listed below:

- (1) Class IA - small.
- (2) Class IB - subcompact.
- (3) Class II - compact.
- (4) Class III - midsize.
- (5) Class IV - large (executive sedan and minivans).
- (6) Class V - limousine.

c. The use of Class V limousines is authorized only for the DoD officials listed below and for visiting officials of comparable rank from foreign countries:

- (1) The Secretary of Defense.
- (2) The Deputy Secretary of Defense.
- (3) The Chairman of the Joint Chiefs of Staff.

d. The use of Class IV sedans is authorized only for the DoD officials listed below and for visiting officials of comparable rank from foreign countries:

- (1) The Secretaries of the Army, Navy, and Air Force.
- (2) Under Secretaries of Defense.
- (3) The Chiefs of Staff of the Army and Air Force, the Chief of Naval Operations, and the Commandant of the Marine Corps.
- (4) The Vice Chairman of the Joint Chiefs of Staff.
- (5) Four-Star Commanding Officers (domicile-to-duty not authorized).
- (6) Directors of Defense Agencies (domicile-to-duty not authorized).

e. Goals regarding alternative fueled vehicles (AFVs) in Section 303 of the Energy Policy Act of 1992 (reference (r)) and its implementing Section 2 of Executive Order 12844 (reference (s)), must be considered in the acquisition and use of Class III vehicles.

f. Any DoD Component requiring Class IV vehicles for protective services must acquire advance approval for their use from the Head of the Component. This authority may not be delegated. The requesting official must successfully demonstrate to the approving authority that the use of a smaller vehicle will not meet the protective mission requirements.

3-2. Requirements

a. Normal. Except for those motor vehicles maintained to meet approved DoD emergency and wartime requirements, the number of nontactical motor vehicles within each DoD Component shall be limited to the minimum needed to provide essential transportation services under normal conditions.

b. Peak load and other unusual requirements for such motor vehicles shall be met by borrowing from other government agencies, leasing from the GSA or commercial sources (subject to the limitations in paragraphs 3-1.c., d., and e. above) or using privately-owned vehicles on a reimbursable basis.

c. Requirements for motor vehicles shall be based on the quantities authorized by approved authorization documents. Mobilization reserves may be provided only in special instances when approved by the Head of the DoD Component concerned.

d. Authorization for motor vehicles shall be approved in accordance with policies and procedures established in Component supplements to this Regulation. Any authorization process must include the following:

(1) Has consideration been given to satisfying the requirement by use of existing or expanded DoD shuttle bus or taxi services?

(2) Can existing assets be redistributed on the installation to meet the requirement without causing an overall increase in vehicle authorizations?

(3) Can this requirement be adequately supported through the use of alternative transportation resources (such as scooters, bicycles, mopeds)?

(4) Will the vehicle meet utilization goals established for this type of vehicle?

ACQUISITION

3-3. General. Section 15301-15313 of Pub. L. No. 99-272, Consolidated Omnibus Budget Reconciliation Act, (1986), (reference (t)) indicates that acquisition of motor vehicles should be from the most cost-effective source, which may be by purchase, commercial lease, or assignment of GSA-acquired vehicles (i.e., the GSA IFMS), or by any other method less costly to the government. Full cost methodology must be used to determine the cost effective method. (See Appendix B.)

3-4. Limitations

a. All commercial-type motor vehicles acquired within the Department of Defense shall be limited to the minimum body size and maximum fuel efficiency to fulfill the operational need for which the vehicles are obtained, unless they are alternative fueled vehicles. E.O. 12003 (reference (u)) requires that all sedans, station wagons, and light trucks (under 8,500 pounds GVWR) acquired by a Federal Agency must be the most fuel efficient available. However, the alternative fueled vehicle acquisition goals of Section 303 of the Energy Policy Act of 1992 (reference (r)) and E.O. 12844 (reference (s)), take precedence over the fuel efficiency requirements of reference (u).

b. The acquisition of passenger sedans and station wagons by purchase, lease, or other means shall be limited to those designated as Class IA, IB, or II sedans or as Class IB or II station wagons (subcompacts or compacts) in GSA Federal Standard 122 (reference (v)), except as authorized in paragraphs 3-1.c., d, e, and f., above, and 3-4.c., below, or when the Head of the DoD Component concerned or his or her designee approves the use of Class III as essential to the Component's mission. Class V limousines may be acquired only for those officials listed in paragraph 3-1.c., above. Class IV sedans may be acquired only for those officials listed in paragraph 3-1.d., above, and to meet the mission requirements of paragraph 3-1.e., above.

c. The size of sedan authorized for use for law enforcement shall be the minimum size manufactured with the equipment modifications necessary to meet mission requirements. Since the size of police-equipped vehicles varies by procurement cycle, the DoD Components may authorize sedans larger than Class II if that class of vehicle is not factory equipped to perform the law-enforcement mission.

d. Petroleum Policy. New equipment intended for deployment or employment outside the United States shall be designed to use mid-distillate type fuels, as described in DoD Directive 4140.25 (reference (w)). If acquisition of gasoline powered equipment is determined to be essential, authorization shall be made by the head of the Component and specific logistics plans shall be made to support the equipment as part of the acquisition strategy.

e. Maintenance Manuals. When purchasing new vehicles, Components should carefully review their requirements for maintenance manuals and purchase only the minimum to meet their needs. Where operationally feasible and cost-effective, maximum use should be made of microfiche, floppy disks, and compact disks instead of maintenance manuals.

3-5. Acquisition of Motor Vehicles

a. The purchase of passenger-carrying motor vehicles (sedans, station wagons, buses, and ambulances) for use by the government is controlled by law. Annually, Congress specifically authorizes the quantity of passenger-carrying vehicles to be purchased and establishes a base configuration unit cost for sedans and station wagons. Vehicles used in intelligence or counterintelligence gathering missions are exempt from cost limitations.

b. The restrictions in paragraph 3-5.a., above, concerning unit costs, have been modified by 31 U.S.C. 1344(a) (reference (c)) for sedans and station wagons purchased during 1971 and in later years. This law allows the Administrator of GSA to:

(1) Determine the systems and equipment required for standard passenger vehicles (sedans and station wagons) to be completely equipped for operation.

(2) Purchase systems and equipment the Administrator of GSA finds to be customary for standard passenger motor vehicles, the prices for which are considered not to be included in the statutory price limitations.

c. Selection of additional systems or equipment by the DoD Components shall be based solely on the need to provide for economy, safety, security, efficiency, and suitability of the vehicle for the purpose intended. In determining which motor vehicles require specific additional systems or equipment, the DoD Components shall give consideration to the following:

(1) Climatic conditions prevailing in the area of motor vehicle operation.

(2) Effect on motor vehicle operational capabilities.

(3) Special terrain requirements.

(4) Availability of maintenance and service facilities.

(5) Conservation of energy resources.

(6) Use of alternative fuels.

(7) Human factors to improve job effectiveness.

d. Motor vehicle air-conditioning may be authorized when the Head of the DoD Component concerned, or designee, has determined that it is required for safety and efficiency.

3-6. Lease of Motor Vehicles from Commercial Sources

a. Conditions. The DoD Components may lease motor vehicles from commercial sources when one or more of the following conditions exist:

(1) The lease will provide a cost benefit to the government (versus purchase).

(2) Unforeseen requirements arise which must be satisfied before motor vehicles can be obtained through a usually approved procurement program.

(3) Local laws or Status of Forces Agreements prevent the use of government-owned vehicles.

(4) Vehicles that are not available from the GSA IFMS for assignment to the Component or GSA is more costly than leasing commercially.

b. Short-Term Lease

(1) The DoD Components may lease motor vehicles for periods not exceeding 60 consecutive days without regard to established allowances to satisfy temporary peak workloads, unusual requirements, or emergencies.

(2) The class of motor vehicle leased to support the visit of a DoD official can be the same as that normally authorized that official. The class of vehicle leased in support of non-DoD officials, including those from foreign countries, shall be the same as that normally authorized a DoD official of comparable rank.

c. Long-Term Leases. Except for motor vehicles to be used by officials listed in paragraphs 3-1.c. and d., above, new leases for vehicles for terms exceeding 60 consecutive days shall be subject to the following approval requirements:

(1) For motor vehicles within the United States, prior approval to lease commercially shall be obtained from GSA by a central focal point designated by the Head of the DoD Component.

(2) For motor vehicles outside the United States, prior approval to lease commercially shall be obtained from the Head of the DoD Component concerned, or designee.

(3) Regarding the acquisition of foreign buses, the Component shall be in compliance with FAR 225.7007 (reference (x)), as it applies to the acquisition of foreign-made buses within, as well as outside, the United States.

(4) Requests for approval of commercial leases shall include full justification of the need for the vehicles and certification that other means of transportation are not available or suitable. Justification shall include the following:

(a) A copy of the cost-benefit analysis conducted in accordance with the Federal Acquisition Regulation, if applicable.

(b) Current authorization and assets by type to be leased.

(c) Year, model, mileage, and estimated repair cost of the motor vehicles to be replaced.

(d) Excess over authorization of other type motor vehicles on hand suitable for substitution.

(e) A statement on whether the motor vehicles are required to fill open authorizations or to replace existing inventories.

(f) A statement of impact or course of action if authority to lease is not granted.

(g) A statement on whether any part or all of the request is a renewal or whether the request is a new lease requirement.

(h) A statement of costs for lease by the month and annual total (include use, mileage, fuel, and maintenance costs).

(i) Anticipated period of use.

(j) GSA-Owned Vehicles. Nontactical vehicles owned by GSA as part of the IFMS and issued to the DoD Components will not be considered as long-term leased vehicles.

3-7. Insurance and Maintenance of Leased Motor Vehicles

a. For hire solicitations and resulting contracts shall provide for insurance coverage as prescribed by applicable portions of the DFARS 225.7006 (reference (x)). Insurance will not be purchased for government-owned vehicles, except when required by host nation laws or agreements.

b. Leased motor vehicles shall be operated in the same manner prescribed for DoD-owned vehicles unless otherwise specified in the contract.

c. The lessor shall perform all maintenance on leased motor vehicles, when practicable, unless it has been determined that it will be more economical, or it is a military necessity, for the DoD Component to perform such maintenance, in whole or in part.

3-8. Marking of Leased Motor Vehicles

a. Motor vehicles leased from commercial sources for more than 60 consecutive days must be identified and marked in the same manner as specified in paragraph 11-2.a., below. Leased vehicles shall not be repainted to conform to DoD Component vehicle colors.

b. The application of markings on motor vehicles and the removal of such markings shall be subject to the agreement between the furnishing agency and the Component making the leasing arrangements. Magnetic or other temporary methods for applying required markings shall be used to prevent added costs for removal.

3-9. Telecommunications Equipment in Leased Motor Vehicles. When two-way communication is required, motor vehicles may be leased with the appropriate telecommunications equipment. Government-owned, two-way radio sets may be installed in leased vehicles when it is not feasible or practical to use the leased telecommunications equipment. Citizen Band (CB) radios are not authorized for installation in leased vehicles.

3-10. Interagency Motor Pools and Systems

a. Under E.O. 10579 (reference (h)), the Administrator of GSA is responsible for establishing and operating interagency motor pools and systems.

b. Development of systems and DoD Component cooperation. The Administrator of GSA is responsible for developing necessary data and cost statistics for use in determining the economic feasibility of establishing an interagency motor pool in a particular area. When such consolidation appears to

be feasible, the DoD Components shall be notified that a study is to be made. Each Component receiving such a notice shall make pertinent information available and designate officials with whom GSA may consult. Costs and other records shall be provided, to include inventory, operations, facilities, maintenance, personnel, and utilization data in the area being studied. When GSA considers that it is appropriate to establish an interagency motor pool, a formal determination to that effect shall be made.

c. When it appears feasible, commanders who are operating motor pools may submit requirements, through the appropriate DoD Component, to GSA to make a determination as to the establishment of an interagency motor pool.

3-11. Acquisition of Assets to Support Morale, Welfare, and Recreation (MWR) Activities. Vehicles may be provided to MWR staff personnel engaged in direct administrative support of Categories A, B, and C activities as identified in DoD Directives 1015.1 and 1015.6 (references (y) and (n)). However, no vehicles shall be acquired with appropriated funds that were justified either partially or wholly for transportation support of MWR activities. Chapter 5 provides guidance on providing transportation support for MWR programs.